



## FENCE VARIANCE SUBMITTAL CHECKLIST

Community Development Department ♦ 80 Columbia Avenue ♦ Marysville, WA 98270  
(360) 363-8100 ♦ (360) 651-5099 FAX ♦ Office Hours: Monday - Friday 7:30 AM - 4:00 PM

- ☐ Application Fee
  - \$250.00
- ☐ Land Use Application
- ☐ Vicinity Map
- ☐ Allegations of Applicant (i.e. written responses to Fence Variance Criteria set forth in MMC Section 22C.010.380(3)(g) – **see attached form**).
- ☐ Site Plan (5 to include:
  - The name or title of the site plan;
  - The date, north arrow, and approximate engineering scale as approved by the Planning Department (e.g. 1" = 20', 1" = 30', 1" = 40', 1" = 50', 1" = 60');
  - Property lines and dimensions;
  - Location of existing streets and right-of-way;
  - Existing and proposed utilities services;
  - Location of existing and proposed driveways and parking;
  - Existing and proposed structures and setbacks;
  - The location of existing driveways;
  - All easements and uses;
  - Fire hydrant location and distance
  - Drainage channels, water courses, marshes and ponds;
  - Any regulated area such as streams, wetlands, steep slopes, or wildlife habitat; and
  - Five-foot contour lines.
- ☐ Construction detail of fence (materials, height, appearance, etc.)



## FENCE VARIANCE CRITERIA RESPONSES

### MMC Section 22C.010.380(3)(g)

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**Before any variance can be granted, the City shall make findings of fact setting forth and showing that the following circumstances exist. Please provide a response for each of the following criteria, if applicable.**

The community development director shall have authority to administratively grant a variance to increase the maximum height of side and rear lot line fences to eight feet. The community development director is authorized to issue variances in cases of special hardships, unique circumstances and practical difficulties. No variance shall be granted which would be detrimental to the public health, welfare or environment. Each variance shall be considered on a case-by-case basis, and shall not be construed as setting precedent for any subsequent application. The decision of the community development director on a variance application shall be final, subject to appeal to the city hearing examiner, pursuant to the procedures in Chapter [22G.010](#) MMC, Article VIII, Appeals. Appeals shall be filed within 14 days of the written decision of the community development director. The following information will be considered in review of the variance request:

- (i) The fence is designed and constructed so that it does not cause a public safety hazard by obstructing visibility of pedestrians or motorists using streets, driveways or sidewalks.
- (ii) The applicant can demonstrate to the satisfaction of the community development director, or designee, that the increased fence height will not adversely affect adjacent property owners or obstruct view corridors.
- (iii) The applicant provides written notification to immediately adjoining property owners of the height and location of the proposed fence.
- (iv) Fences greater than six feet in height are required to obtain a city building permit.